

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: 7:30pm - August 8th, 2019

Location: N/A (Teleconference)

Participants: Alex Churcher (President), Bradley Reid (VP - Finance), Sayfullah Eid (VP - External), Mackenzie Willis (VP - Internal)

1. Call Meeting to Order

- a. Mackenzie calls meeting to order, Sayfullah seconds

2. Approval of Previous Meeting's Minutes

- a. Sayfullah approves, Alex seconds

3. Approval of Meeting Agenda

- a. Sayfullah approves, Alex seconds

4. Presentations from Members

- a. No members present.

5. Items for Discussion

a. Directorships

- i. Alex and Mackenzie will coordinate to send directorship applications out for Aug. 14th

b. FLL Kickoff

- i. Feedback form is good to be sent out. Can be sent with Directorships.
- ii. Target date is Sept. 21st right now. FED Calendar currently does not have events for this date.
- iii. Catering still needs to be investigated, will give dining services a chance to cater event.
- iv. VV will be approached for presenting, along with FED and a call for volunteers.
- v. Unsure if FLL tables are Merge's or belong to another team.
- vi. Sayfullah to add suggestion for giveaways to proposal.
- vii. ACTION: Sayfullah to contact Candice regarding FLL kickoff - tables, whether she can attend, etc.
- viii. ACTION: FLL Kickoff volunteer signup to be added to the bottom of the first email blast.

c. Funding

- i. Brad putting together funding proposal - will be ready for next meeting.
- ii. Funding from previous VP Finance's will be gathered over the next few weeks.

- iii. Bank card still needs to be obtained from Anthony
- iv. Signing authority needs to be transferred over, through CUSA clubs office
- d. Carleton Expo
 - i. ACTION: Mackenzie will sign up CUFIRST for the expo
- e. CUFIRST Discord
 - i. Alex is working on this, version 1 will be ready for next meeting.
- f. FLL Director Login Credentials
 - i. ACTION: Alex will look into this.

6. Next Meeting

- a. Next meeting will be on August 29th, 7:30 PM

7. Adjournment

- a. Alex adjourns meeting.